

**Care when schools are closed:**

For the 2018-2019 school year, full day alternate care is available at our Towson location on many days that schools are closed. To sign up for care on those days, download and complete this form, and fax (410-825-6304), e-mail ([hmullins@opendoorcare.com](mailto:hmullins@opendoorcare.com)), or mail it to the office. Within two working days of receipt of the sign-up form, you will receive confirmation from the Open Door office. We hope to accommodate as many families as possible, with a capacity set by square footage, as is always the case with childcare licensing. Sign-up is on a first come, first served basis. Children’s home schools are the optimal location, but this is an alternative for care when the home school, or nearby school is not available. Parents are responsible for packing a lunch for the child(ren) that does not need to be refrigerated or microwaved as well as supplying the child(ren) with a jacket, weather permitting.

**Towson Location Sign-Up When Schools Are Closed**  
**518 Virginia Ave**  
**Towson, MD 21286**  
**7:00am – 6:00pm**

**Please Print**

My child(ren), (name) \_\_\_\_\_, enrolled in Open Door at (school) \_\_\_\_\_ Elementary School, will attend the Towson Location for the following date(s):

\_\_\_ 9/10/18    \_\_\_ 9/19/18    \_\_\_ 10/19/18    \_\_\_ 11/6/18    \_\_\_ 11/23/18    \_\_\_ 11/30/18    \_\_\_ 12/26/18  
(Rosh Hashanah)    (Yom Kippur)    (Development Day)    (Election Day)    (Thanksgiving Holiday)    (Conference Day)    (Winter Break)

\_\_\_ 12/27/18    \_\_\_ 12/28/18    \_\_\_ 1/21/19    \_\_\_ 2/18/19    \_\_\_ 4/19/19    \_\_\_ 4/22/19    \_\_\_ 6/5/19  
(Winter Break)    (Winter Break)    (MLK Birthday)    (President’s Day)    (Spring Break)    (Spring Break)    (Development Day)

I understand that signing up for full day alternate care is a commitment to attend. My initials below indicate my understanding of the fees and policies for alternate care.

\_\_\_\_\_ If I sign up for care in both Towson and at a school location, I will be charged \$35 per day, per child for the location(s) my child(ren) does not attend, unless I call the Open Door office at 410-825-6300, or email [hmullins@opendoorcare.com](mailto:hmullins@opendoorcare.com) one week or more before the day of care, to notify her which location I will not use.

\_\_\_\_\_ If I sign up for care, reserving a spot, and do not attend, I will be charged \$35 per day, per child whether my child(ren) is/are full time or not.

\_\_\_\_\_ To cancel, a one week written notice in advance of the reserved date is required or a \$35 fee per day, per child will be assessed.

\_\_\_\_\_ Fee for full day care is \$35 per day, per child. If my child(ren) is/are registered for both Before and After School Care at the home school, then there is no charge for this service. However, I am still subject to pay a fee if the above terms are not met.

**PLEASE PRINT CLEARLY**

Primary Parent/Guardian Name: \_\_\_\_\_

Phone Number (for confirmation): \_\_\_\_\_

E-mail Address (for confirmation): \_\_\_\_\_

<b>(Office Use Only)</b>
Date Received: _____
Confirmed: _____
Waiting List Notification: _____